

Jamie Simpson

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999-999-9999

Objective: Interested in the position of an Environmental Science Teacher with a leading school.

Experience: *Berkshire High School* *New York*
Environmental Science Teacher 3/3/2007 to Present

- ♦ Selected and obtained materials and supplies such as textbooks and laboratory equipment.
- ♦ Compiled bibliographies of specialized materials for outside reading assignments.
- ♦ Compiled, administered, and graded examinations, and assigned this work to others.
- ♦ Advised students on academic and vocational curricula, and on career issues.
- ♦ Prepared and delivered lectures to undergraduate and graduate students on topics such as hazardous waste management, industrial safety, and environmental toxicology.
- ♦ Kept abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.
- ♦ Maintained regularly scheduled office hours in order to advise and assist students.
- ♦ Maintained student attendance records, grades, and other required records.
- ♦ Initiated, facilitated, and moderated classroom discussions.
- ♦ Prepared course materials such as syllabi, homework assignments, and handouts.
- ♦ Supervised students' laboratory and field work.
- ♦ Supervised undergraduate and graduate teaching, internship, and research work.
- ♦ Acted as advisers to student organizations.
- ♦ Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction.
- ♦ Performed administrative duties such as serving as department head.
- ♦ Wrote grant proposals to procure external research funding.
- ♦ Served on academic and administrative committees that dealt with institutional policies, departmental matters, and academic issues.
- ♦ Participated in student recruitment, registration, and placement activities.

- ◇ Provided professional consulting services to government and industry.
- ◇ Evaluated and graded students' class work, laboratory work, assignments, and papers.
- ◇ Conducted research in a particular field of knowledge, and published findings in professional journals, books, and electronic media.
- ◇ Participated in campus and community events.
- ◇ Collaborated with colleagues to address teaching and research issues.

Education: *State University of New York* *New York*
 Bachelors Degree in Environmental Science *2007*

References: *Available upon request*